



March 2020

Dear Parent/Carer

I am writing to update you on the current situation in school with regard to Coronavirus. Government advice is that 'No education setting should close in response to suspected or confirmed COVID-19 case(s) unless advised to do so by Public Health England'. It may be that this advice will change but we can only act on the guidance as it stands today.

We have taken a range of actions to ensure we can best manage the current situation and plan for any future developments.

**Actions so far:**

1. Raising awareness and providing information during form tutor periods on what to do to limit the chances of contracting Coronavirus and what to do if you suspect you have it.
2. Increased cleaning at the school of all desks, door handles and other relevant areas throughout the whole day.
3. Reduced gatherings in large numbers such as assemblies.
4. Postponing parents' evenings until further notice.
5. Cancelled overseas trips e.g. Rome.
6. Preparing for possible changes in circumstances e.g. if school has to close.

If school has to close, we have already put in place a significant amount of work that students can access via the school website. Class teachers will also be in contact every day setting work for all classes using ClassCharts. Most parents and students already use ClassCharts but we have enclosed details of this for everyone just in case.

**In the event of a change in guidance and a school closure parents/carers should:**

- Ensure their son/daughter can access ClassCharts and the school website (if you have no internet access for this please let us know as we can provide some paper copies of work if required).
- Ensure their son/daughter looks every day to see what the work is and then does it to the best of their ability.
- Check ClassCharts and the school website for updates.

**What next?**

At present, we are open as normal and all lessons will continue as before. It may be that we have to make some changes if for example, we experience significant staff absence but at present, that is not the case.

With regard to public examinations we continue to work towards the existing dates. There will be some clarification from JCQ the body that regulates all public exams but this has not happened as of today. We will of course communicate anything if we are informed.

We should all follow the guidance on what to do in the event of contracting Coronavirus and if anyone at home does so, then the children who live at the house must not be sent to school. Everyone should come to school however unless they display the symptoms or someone at home has a confirmed case. It may be that this advice changes and if it does we will communicate it as appropriate.

Thank you for your cooperation at this most difficult and unique time for us all. We will endeavour to do our best to keep you informed throughout.

Yours sincerely

D. Shields (Headteacher)